

## ENVIRONMENTAL PROTECTION AGENCY

**Agency Name:** U.S. Environmental Protection Agency, Office of Children's Health Protection and Environmental Education, Child and Aging Health Protection Division, U.S. EPA Aging Initiative

**Funding Opportunity Name:** Prudent Disposal of Unwanted Medications

**Funding Opportunity Number:** EPA-AO-OCHP-06-01

**Announcement Type:** Initial Solicitation

**Catalog of Financial Domestic Assistance Number:** 66.609 Office of Children's Health Protection and Environmental Education

### **Important Dates**

Questions must be in writing to [aging.info@epa.gov](mailto:aging.info@epa.gov) no later than **September 8, 2006**.

Letters of Intent: **September 15, 2006**.

Request for Proposals **September 29, 2006**.

Grant solicitation package: Approximately **October 16, 2006**.

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### **Overview**

The EPA is accepting proposals to develop alternative stewardship approaches to disposal, including "mail back" or "take back" pilot demonstrations. Such pilot projects would include not only the prudent disposal of the unused medications (including personal care products) but also an inventory of the types (categories or identities) and quantities of drugs returned. Inventory data could prove useful to the medical community in altering its prescribing practices to reduce the incidence of leftover or unused medications. EPA intends to award up to three awards for a total of approximately \$225,000-\$300,000.

### **Section I. Funding Opportunity Description**

#### **A. Summary**

The EPA recognizes that there has been an increasing focus directed at pharmaceuticals as environmental pollutants. In 2002, the U.S. Geological Survey (USGS) published the findings from their 1999 field study that detected very low concentrations of chemicals

commonly found in prescriptions and over-the-counter medications in 80% of 139 streams sampled across 30 states.<sup>1</sup> Drugs enter the environment by two primary routes – excretion/bathing and disposal of leftover medications. Drug waste is a problem at every juncture of the health care system. Medications can accumulate in numerous settings: nursing home facilities, hospitals, hospice care facilities, home care delivery and in private residences.

There are two options routinely available in the U.S. for disposing of unwanted medications. The option long-recommended by poison control centers has been disposal to sewage drains. The alternative method has been discarding unwanted or unused medications to domestic trash. Disposing of medications into sewage drains increases the likelihood of environmental exposure to residues not removed by sewage treatment. Disposal of medications into the domestic trash increases the chances of medications being “reclaimed” by those seeking drugs. Trash disposal also poses exposure hazards for wildlife scavengers and eventually into groundwater. Various federal, state, or local regulations have imposed challenges in developing alternative avenues for prudent disposal - - disposal that is protective of human health and safety as well as the environment.

Prescription drug usage is on the rise, as well as drug abuse. The average number of prescriptions filled by noninstitutionalized Medicare recipients in 2002 was 32 compared with 18 in 1992; older Americans without prescription drug coverage averaged fewer prescriptions compared with those with coverage (24 vs. 32).<sup>2</sup> According to the Medical Expenditure Panel Survey, Medicare beneficiaries comprise only 15% of the community population but accounted for 42% of the prescription medicine expenses.<sup>3</sup> The incidence of polypharmacy is high among older Americans, and non-compliance (a major problem among all age groups prescribed medication) amplifies the accumulation of leftover or unused medications.

Drugs also are responsible for a high percentage of all unintentional poisonings in the US. “During 1990-2001, the death rate from poisoning in the United States increased

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- <sup>1</sup> Buxton, H.T., and Kolpin, D.W., 2002, [Pharmaceuticals, hormones, and other organic wastewater contaminants in U.S. streams](#): U.S. Geological Survey Fact Sheet FS-027-02, 2 p.
  - Kolpin, D.W., Furlong, E.T., Meyer, M.T., Thurman, E.M., Zaugg, S.D., Barber, L.B., and Buxton, H.T., 2002, [Pharmaceuticals, hormones, and other organic wastewater contaminants in U.S. streams, 1999-2000--A national reconnaissance](#): Environmental Science and Technology, v. 36, no. 6, p. 1202-1211.
  - Focazio, M.J., Kolpin, D.W., and Furlong, E.T., 2004, Occurrence of human pharmaceuticals in water resources in the United States--A review, in Kummerer, K., ed., [Pharmaceuticals in the environment--Sources, fate, effects, and risks](#): Berlin, Heidelberg, New York, Springer-Verlag, p. 91-106.

<sup>2</sup> Federal Interagency Forum on Aging-Related Statistics. Older Americans 2006: Key Indicators of Well-Being. Federal Interagency Forum on Aging Related Statistics. Washington, DC: US Government Printing Office. July 2006

<sup>3</sup> Stagnitti MN. Outpatient prescription drug expenses in the U.S. community population, 2003. Rockville(MD): Agency for Healthcare Research and Quality; 2006. MEPS Chartbook No. 16. <http://www.meps.ahrq.gov/papers/cb16/cb16.pdf>

56% from 5.0 per 100,000 population in 1990 to 7.8 in 2001.”<sup>4</sup> Not known, however, is the extent to which unintentional poisonings and drug abuse are due to indefinite storage of unwanted drugs and the lack of prudent disposal options.

At the same time there is a growing interest among organizations that work for the benefit of the aged and various states to address the issue of drug disposal. In February 2005, for example, EPA’s Region 1 held a drug “take-back” event in 17 Maine communities. Washington State has proposed a pilot program and estimates it could collect annually more than 45 tons of unused drugs that would otherwise be stored in or discarded from residences and nursing homes. For example, conducting a take back event that collects but does not look at the root causes of returned/unused medications will not be thorough enough to be considered for funding.

Leftover drugs not only pose dilemmas with regard to disposal, they also represent wasted health care dollars. In 2003, outpatient prescription drug expenses in the U.S. civilian noninstitutionalized population totaled \$177.7 billion and accounted for approximately 20% of total health expenses. In 2003, the top five therapeutic classes of drugs accounting for the largest expenses in the Medicare population were cardiovascular agents, antihyperlipidemic agents, hormones, central nervous system agents, and gastrointestinal agents.<sup>5</sup> There is a need for an overall approach to environmental stewardship for pharmaceuticals that enter the consumer distribution chain.

To address the growing need for alternative disposal options for unwanted pharmaceuticals, the EPA is accepting proposals to develop alternative stewardship approaches to disposal, including “mail back” or “take back” pilot demonstrations. Such a pilot project would include not only the prudent disposal of the unused medications (including personal care products) but also an inventory of the types (or identities) and quantities of drugs returned. Inventory data could prove useful to the medical community in altering its prescribing practices to reduce the incidence of leftover or unused medications. It is expected that a pharmacist would be needed to determine the classes of medications returned, and law enforcement may need to be present should controlled substances or illegal drugs be collected. The pilot should encompass at least a community or town, -- preferably a state.

### **B. Statutory Authority**

EPA expects to award these grants under the following grant authorities: Clean Water Act section 104; Safe Drinking Water Act sections 1442(a) and (c); and Solid Waste Disposal Act, Section 8001. Applications must be consistent with EPA statutes.

### **C. Alignment with EPA’s Strategic Plan**

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<sup>4</sup> MMWR March 26, 2004/53(11):233-238 Unintentional and Undetermined Poisoning Deaths---11 States, 1990-2001

<sup>5</sup> Ibid 3

All proposals must support Goal 4 of EPA's 2003-2008 Strategic Plan. Objective 4.2: Communities: Sustain, clean up, and restore communities and the ecological systems. Subobjective 4.2.1: Sustain Community Health. ([www.epa.gov/ocfo/plan/2003sp.pdf](http://www.epa.gov/ocfo/plan/2003sp.pdf)).

#### **D. Measuring Environmental Results: Outputs and Outcomes**

Pursuant to EPA Order 5700.7, "Environmental results under EPA Assistance Agreements, "EPA requires that all grant recipients adequately address environmental outputs and outcomes. Outputs and outcomes differ both in their nature and in how they are measured.

1) **Outputs:** the term output means an environmental activity, effort, and/or associated work products related to an environmental goal and objective, that will be produced or provided over a period of time or by a specified date. Outputs may be quantitative or qualitative but must be measurable during the assistance agreement funding period.

2) **Outcomes:** The term "outcome" means the result, effect or consequence that will occur from carrying out an environmental program or activity that is related to an environmental or programmatic goal or objective. Outcomes may be environmental, behavioral, health-related or programmatic in nature, but must be quantitative. They may not necessarily be achievable within an assistance agreement funding period.

According to the definitions above, expected outputs from the projects funded under this solicitation may include but are not limited to annual tons of pharmaceuticals or personal care products collected to be appropriately and safely disposed of; reduction in the number of unintentional poisonings by humans and animals due to disposal of unwanted medications.

According to the definitions above, expected outcomes from the projects funded under this solicitation may include but are not limited reducing the amount of pharmaceuticals that end up as disposed through alterations in prescribing medications.

Inventory data could prove useful to the medical community in altering its prescribing practices to reduce the incidence of leftover or unused medications and ultimately lead to improved water quality, air quality and lead to healthy communities.

#### **E. Examples of Potential Projects**

Examples of potential projects that may be proposed under this solicitation include, but are not limited to new, innovative or experimental applications, technologies, methods or approaches to reducing the waste stream of unwanted medications and personal care products into landfills and groundwater.

1) Design and implement a model take-back or mail-back program, demonstrate how the volume of unused medications that would ordinarily be disposed to sewage or trash can be reduced.

2) Identify the pharmaceuticals collected. Quantify the classes and quantities of pharmaceuticals that were disposed of through the pilot program and develop a

sustainable strategy for reducing the future incidence of unused drugs. The proposal should survey why individuals are returning their medications, in order to look at the root causes of returned/unused medications. The proposal should make a qualitative assessment of what classes of medications are being returned, i.e. oral tablet, liquid, transdermal patch, and quantity.

3) In addition to the take back or mail back project proposals may want to increase awareness among older adults, the major consumers of pharmaceuticals, regarding the need for proper disposal of unused and unwanted pharmaceuticals. For example, a proposal may also want to include as part of its project a pharmaceutical waste minimization awareness campaign for health care professionals and the pharmaceutical industry, and a pharmaceutical waste educational campaign for older adult consumers. Demonstrate a consequent reduction in the imprudent disposal of pharmaceuticals to sewage and trash.

## **Section II. Award Information**

### **A. Amount of Funding Available**

Funds available for these projects are expected to total approximately \$225,000-\$300,000. EPA intends to award approximately three awards. The EPA reserves the right to reject all applications and make no awards, or make fewer awards than anticipated, under this RFA. The EPA reserves the right, consistent with agency policy and without further competition, to make additional awards under this RFA if additional funding becomes available. Any additional selections for awards will be made no later than four months from the date of original selection decisions.

### **B. Funding Type**

The funding for selected projects will be in the form of a grant or cooperative agreement. A cooperative agreement is an assistance agreement that is used when there is substantial federal involvement with the recipient during the performance of an activity or project. EPA will award cooperative agreements for those projects in which it expects to have substantial technical interaction with the recipient throughout the performance of the project. For such projects, EPA may review and approve project phases in accordance with 40 C.F.R. 31.36(g) review of proposed procurements, collaborate with the recipient on the scope of work and mode of operation of the project, closely monitor the recipient's performance, approve any proposed changes to work plan and/or budget, approve qualifications of key personnel, and review and comment on reports prepared under the assistance agreement.

### **C. Start Date/Project Duration**

All projects should have an anticipated start date of January 8, 2007. Proposed project periods may be up to two years.

### **D. Miscellaneous**

Funding for these projects is not guaranteed and is subject to the availability of funds and the evaluation of proposals based on the criteria in this announcement. EPA reserves the right to partially fund proposals/applications by funding discrete activities, portions, or

phases of proposed projects. If EPA decides to partially fund a proposal/application, it will do so in a manner that does not prejudice any applicants or affect the basis upon which the proposal/application, or portion thereof, was evaluated and selected for award, and that maintains the integrity of the competition and selection process. Award of funding through this year's competition is not a guarantee of future funding.

EPA reserves the right to make additional awards under this announcement (after the original award selections are made) if additional funding becomes available. Any additional selections for awards will be made no later than six months after the original selection decisions. The additional selections must be made in accordance with the terms of this announcement and EPA policy. EPA reserves the right to reject all applications and make no awards under this announcement.

### **Section III. Eligibility Information**

#### **A. Who May Apply?**

EPA is soliciting proposals from States, or state agencies, the District of Columbia, territories, American Indian Tribes (federally recognized), and possessions of the U.S. It is also available to public and private universities and colleges, hospitals, laboratories, other public or private nonprofit institutions, and 501(c)(3) organizations.

Successful applicants must use a competitive process for obtaining contracts for services and products and conduct cost and price analyses to the extent required by federal, state or local procurement requirements. Applicants may only submit one pre-application proposal.

#### **B. Funding Restrictions and Requirements**

Cost sharing or matching funds are not required for this solicitation. EPA grant or cooperative agreement funds may only be used for the purposes set forth in the assistance agreement, and must be consistent with the statutory authority for the award. Grant or cooperative agreement funds may not be used for matching funds for other Federal grants, lobbying, or intervention in Federal regulatory or adjudicatory proceedings, and may not be used to sue the Federal government or any other government entity.

#### **C. Eligibility Screening Requirements: Threshold Criteria**

To be eligible for funding consideration under this announcement, proposals, must meet the following threshold criteria. Failure to meet any of the following criteria in the proposal will result in the automatic disqualification of the proposal for funding consideration. Ineligible applicants will be notified within 15 calendar days of the determination that they are ineligible based on the threshold criteria.

- (1) A prudent disposal of unwanted medications project must consist of activities authorized under one or more of the following EPA authorities: Clean Water Act section 104; Safe Drinking Water Act sections 1442(a) and (c); and Solid Waste Disposal Act, Section 8001. Most of the statutes authorize grants for the following activities: "research, investigations, experiments, training, demonstrations, surveys and studies." These activities relate generally to the

gathering or transferring of information or advancing the state of knowledge. Grant proposals should emphasize this “learning” concept, as opposed to “fixing” an environmental problem via a well-established method. The project's activities must advance the state of knowledge or transfer information. The statutory term “demonstration” can encompass the first instance of the application of pollution control and prevention techniques, or an innovative application of a previously used method. The term “research” may include the application of established practices when they contribute to “learning” about an environmental concept or problem.

- (2) Proposals must support Goal 4 of EPA’s Strategic Plan to sustain, clean up, and restore communities and the ecological systems that support them.
- (3) Proposals must not be used for the purposes of routine program implementation, implementation of routine environmental protection or restoration measures, meeting any legal mandate (such as federal, state or local regulations or settlement agreements), land acquisition, purchase of vehicles, or completion of work which was to have been completed under a prior grant or cooperative agreement.
- (4) Proposals must substantially comply with the submission instructions and requirements set forth in Section IV of this announcement or else they will be rejected. In addition, where a page limit is expressed in Section IV with respect to the proposal and/or parts of the proposal, pages in excess of the page limitation will not be reviewed. Further, proposals must be received by the EPA or through Grants.Gov on or before the closing date published in Section IV of this announcement. Proposals received after the published closing date will be returned to the sender without further consideration.
- (5) The proposal must survey why individuals are returning their medications, in order to look at the root causes of returned/unused medications. The proposal must make a qualitative assessment of what classes of medications are being returned, i.e. oral tablet, liquid, transdermal patch, and quantity. It is not necessary to collect detailed information on brand names or dosage strength.
- (6) Multiple Proposals: Organizations may submit only one proposal for this solicitation.

## **Section IV. Application and Submission Information**

### **A. Proposal/Application Materials**

Proposals must be limited to fifteen pages including the cover page (excess pages and/or attachments will not be reviewed or considered). The document should be readable in PDF, MS Word or Word Perfect WP6/7/8 for Windows and consolidated into a single file. Applications must be submitted in English. Please do not zip the file, because we will not be able to open it. Section IV.A describes content and format requirements for the proposal. Proposals must address all of the ranking criteria in Section V.

The following form and information is required to be submitted under this announcement no matter what the mode of submission:

- I. Standard Form (SF) 424, Application for Federal Assistance
- II. Budget Information for Non-Construction Programs (SF-424A).
- III. Project Description Narrative

(1) Cover Page (Required) (no more than two pages).

The Cover page should include the following information:

- (a) Name of Project
- (b) Point of contact/s (Individual and Organization Name, Address, Phone number, Fax number and Email address
- (c) Type of applicant organization (e.g., nonprofit, government agency, etc.) non-profit number.
- (d) Proposed funding request;

(2) Project Narrative: The project narrative must cover the following items that are outlined in detail in Section V. proposal evaluation criteria

- i. Clearly defined goals of the project;
- ii. Scope of the project; involvement by older adults;
- iii. Collaboration/partnerships and leveraged resources
- iv. Timeline/communication plan
- v. Quantifiable outputs. Include a plan to track and measure environmental results.
- vi. Experience in achieving expected results
- vii. Programmatic capability

**Environmental Results Past Performance:** Submit a list of federally funded assistance agreements that your organization performed within the last three years (no more than 5, and preferably EPA agreements), and describe how you documented and/or reported on whether you were making progress towards achieving the expected results (e.g., outputs and outcomes) under those agreements. If you were not making progress, please indicate whether, and how, you documented why not. In evaluating applicants under this factor in Section V, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current and prior Federal agency grantors (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available environmental results past performance information, please indicate this in the proposal and you will receive a neutral score for this factor under Section V. Applicants must submit a plan for tracking and measuring environmental results.

**Programmatic Capability:** Submit a list of federally funded assistance agreements similar in size, scope and relevance to the proposed project that your organization performed within the last three years (no more than 5, and preferably EPA agreements) and describe (i) whether, and how, you were able to successfully complete and manage those agreements and (ii) your history of meeting the reporting requirements under those agreements including submitting acceptable final technical reports. In evaluating applicants under these factors in Section V, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current and prior Federal agency grantors



(e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available past performance or reporting information, please indicate this in the proposal and you will receive a neutral score for these factors under Section V.

In addition, provide information on your organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and your staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.

## **B. Application Preparation and Submission Instructions**

### **Submission Requirements**

Please note that you may choose to apply under this announcement in *one of two ways*. If you wish to apply with an email submission, please follow the instructions under “Instructions for Email Submissions” below. If you wish to apply electronically via Grants.gov, please follow the appropriate instructions under “Instructions for Submission Using Grants.gov” below. EPA encourages applicants to submit their application/proposal materials electronically through <http://www.grants.gov>.

**Application Submission Deadlines:** Letters of intent should be sent by email to [aging.info@epa.gov](mailto:aging.info@epa.gov) or by fax to (202) 564-2733 no later than **September 15, 2006**. Request for proposals must be received by September 29, 2006.

### **Instructions for Email Submissions**

Proposals must be e-mailed to [sykes.kathy@epa.gov](mailto:sykes.kathy@epa.gov). For administrative simplicity, the title of the email should read, “2006 Proposal.” The proposal should be one attached file prepared as described in Section IV.A and B above. Please do not zip the attached file, because we will not be able to read it. In addition, applicants are required to submit one hard copy by mail to Kathy Sykes, USEPA, Office of Children’s Health Protection and Environmental Education, 1200 Pennsylvania Ave. NW, Room 2512 Ariel Rios North, Washington, DC, 20460. If you are having trouble emailing, please call Kathy Sykes at (202) 564-3651.

Hard Copy Proposal Submissions must also include all the items listed above in Section IV A and B.

### **Instructions for Submissions Using Grants.Gov**

The electronic submission of your application must be made by an official representative of your institution who is registered with Grants.gov and is authorized to sign applications for Federal assistance. For more information, go to <http://www.grants.gov> and click on “Get Registered” on the left side of the page. *Note that the registration process may take a week or longer to complete.* If your organization is not currently

registered with Grants.gov, please encourage your office to designate an AOR and ask that individual to begin the registration process as soon as possible.

To begin the application process under this grant announcement, go to <http://www.grants.gov> and click on the “Apply for Grants” tab on the left side of the page. Then click on “Apply Step 1: Download a Grant Application Package and Instructions” to download the PureEdge viewer and obtain the application package for the announcement.. To download the PureEdge viewer click on the “PureEdge Viewer” link. Once you have downloaded the viewer, you may retrieve the application package by entering the Funding Opportunity Number, EPA-AO-OCHP-06-01, or the CFDA number that applies to the announcement (CFDA 66.609), in the appropriate field. You may also be able to access the application package by clicking on the button “How To Apply” at the top right of the synopsis page for this announcement on <http://www.grants.gov> (to find the synopsis page, go to <http://www.grants.gov> and click on the “Find Grant Opportunities” button on the left side of the page and then go to Search Opportunities and use the Browse by Agency feature to find EPA opportunities).

**Application Submission Deadline:** Your organization’s AOR must submit your complete application electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than September 15, 2006 (Is there a time?).

The proposal/application package *must* include all of the following materials as described in section IV A and B.

## Application Preparation and Submission Instructions

### I. Standard Form (SF) 424, Application for Federal Assistance

Complete the form. There are no attachments. Please be sure to include organization fax number and email address in Block 5 of the Standard Form SF 424.

Please note that the organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included on the SF-424. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711.

### II. Standard Form SF 424A – Budget Information:

Complete the form. There are no attachments.

The total amount of federal funding requested for the project period should be shown on line 5(e) and on line 6(k) of SF-424A. If indirect costs are included, the amount of indirect costs should be entered on line 6(j). The indirect cost rate (i.e., a percentage), the base (e.g., personnel costs and fringe benefits), and the amount should also be indicated on line 22.

### III. Project Description Narrative (as described in section IV.A.)

**Documents I through III** listed under Application Materials above should appear in the “Mandatory Documents” box on the Grants.gov Grant Application Package page.

For documents I and II, click on the appropriate form and then click “Open Form” below the box. The fields that must be completed will be highlighted in yellow. Optional fields and completed fields will be displayed in white. If you enter an invalid response or incomplete information in a field, you will receive an error message. When you have finished filling out each form, click “Save.” When you return to the electronic Grant Application Package page, click on the form you just completed, and then click on the box that says, “Move Form to Submission List.” This action will move the document over to the box that says, “Mandatory Completed Documents for Submission.”

For document III, you will need to attach electronic files. Prepare your narrative proposal as described above in Section.....and save the document to your computer as an MS Word, PDF or WordPerfect file. When you are ready to attach your proposal to the application package, click on “Project Narrative Attachment Form,” and open the form. Click “Add Mandatory Project Narrative File,” and then attach your proposal (previously saved to your computer) using the browse window that appears. You may then click “View Mandatory Project Narrative File” to view it. Enter a brief descriptive title of your project in the space beside “Mandatory Project Narrative File Filename;” the filename should be no more than 40 characters long. If there other attachments that you would like to submit to accompany your proposal, you may click “Add Optional Project Narrative File” and proceed as before. When you have finished attaching the necessary documents, click “Close Form.” When you return to the “Grant Application Package” page, select the “Project Narrative Attachment Form” and click “Move Form to Submission List.” The form should now appear in the box that says, “Mandatory Completed Documents for Submission.”

Once you have finished filling out all of the forms/attachments and they appear in one of the “Completed Documents for Submission” boxes, click the “Save” button that appears at the top of the Web page. It is suggested that you save the document a second time, using a different name, since this will make it easier to submit an amended package later if necessary. Please use the following format when saving your file: “Applicant Name – FY06 – Assoc Prog Supp – 1<sup>st</sup> Submission” or “Applicant Name – FY 06 Assoc Prog Supp – Back-up Submission.” If it becomes necessary to submit an amended package at a later date, then the name of the 2<sup>nd</sup> submission should be changed to “Applicant Name – FY06 Assoc Prog Supp – 2<sup>nd</sup> Submission.”

Once your application package has been completed and saved, send it to your AOR for submission to U.S. EPA through Grants.gov. Please advise your AOR to close all other software programs before attempting to submit the application package through Grants.gov.

In the “Application Filing Name” box, your AOR should enter your organization’s name (abbreviate where possible), the fiscal year (e.g., FY06), and the grant category (e.g., Assoc Prog Supp). The filing name should not exceed 40 characters. From the “Grant

Application Package” page, your AOR may submit the application package by clicking the “Submit” button that appears at the top of the page. The AOR will then be asked to verify the agency and funding opportunity number for which the application package is being submitted. If problems are encountered during the submission process, the AOR should reboot his/her computer before trying to submit the application package again. [It may be necessary to turn off the computer (not just restart it) before attempting to submit the package again.] If the AOR continues to experience submission problems, he/she may contact Grants.gov for assistance by phone at 1-800-518-4726 or email at <http://www.grants.gov/help/help.jsp> or contact Kathy Sykes at (202) 564-3651

Application packages submitted thru grants.gov will be time/date stamped electronically.

If you have not received a confirmation of receipt from EPA (*not from grants.gov*) within 30 days of the application deadline, please contact Kathy Sykes at (202) 564-3651. Failure to do so may result in your application not being reviewed.

### **C. Application due date**

Letters of intent should be sent by email to [aging.info@epa.gov](mailto:aging.info@epa.gov) or by fax to (202) 564-2733 no later than **September 15, 2006**. Request for proposals must be received by **September 29, 2006**.

### **D. Intergovernmental Review**

This program may be eligible for coverage under E.O. 12322, “Intergovernmental Review of Federal Programs.” An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review. <http://www.whitehouse.gov/omb/grants/spoc.html>

### **E. Confidential Business Information**

In accordance with 40 CFR 2.203, applicants may claim all or a portion of their application/proposal as confidential business information. EPA will evaluate confidentiality claims in accordance with 40 CFR Part 2. Applicants must clearly mark applications/proposals or portions of applications/proposals they claim as confidential. If no claim of confidentiality is made, EPA is not required to make the inquiry to the applicant otherwise required by 40 CFR 2.204(c) (2) prior to disclosure.

### **F. Pre-proposal/Application Communications and Assistance**

In accordance with EPA's Competition Policy of January 11, 2005 (EPA Order 5700.5A1), EPA staff will not meet with individual applicants to discuss draft proposals, provide informal comments on draft proposals, or provide advice to applicants on how to respond to ranking criteria. Applicants are responsible for the contents of their applications. However, EPA will respond to individual applicants' questions, sent in

writing to [aging.info@epa.gov](mailto:aging.info@epa.gov) regarding threshold eligibility criteria, administrative issues related to the submission of the proposal, and requests for clarification about the announcement. All questions received at [aging.info@epa.gov](mailto:aging.info@epa.gov) before **September 8, 2006** will be posted with corresponding responses and posted at <http://www.epa.gov/aging/grants/index.htm> by **September 22, 2006**.

## **Section V. Application Review Information**

### **A. Proposal Evaluation Criteria:**

Proposals will be evaluated based on the criteria described below using the corresponding point values listed. Please make sure your proposal addresses each criterion. Proposals may receive a maximum of 100 points. The Administrative review will examine the applications to ensure they meet the minimum threshold criteria as outlined in Section III C. Applications that pass the administrative review will be evaluated by a team of reviewers. Reviewers will score each full proposal based on how well it:

1. **Clearly Defined/Measurable Outcomes:** Degree to which the project has a clearly defined goal or objective that will result in immediate as well as future prudent disposal of unwanted medications and personal care products. **(10 points).**
2. **Scope of Project:** Degree to which the project has benefits that cross communities, tribes, or encompass a state. Projects that are merely transferable to other geographic areas, but have no immediate benefits outside a single district, will receive fewer points than those that are state-wide by design. **(10 points).**
3. **Substantial Involvement by Older Adults** (a) Addresses a clear and unmet significant community need; (b) identifies who will benefit from the pilot; (c) involves the community in planning for and execution of the pilot; (d) Demonstrates effective and substantial involvement of older adults in the pilot. **(20 points).**
4. **Collaboration/Partnerships and Leveraged Resources:** The degree to which the project proposes to work in partnership with a diverse set of stakeholders, including the aging community and leverage significant resources to implement the proposal. Applicants are encouraged to collaborate with other entities. Applicants will be evaluated based on the extent they demonstrate (i) how they will coordinate the use of EPA funding with other Federal and/or non Federal sources of funds to leverage additional resources to carry out the proposed project(s) and/or (ii) that EPA funding will compliment activities relevant to the proposed project(s) carried out by the applicant with other sources of funds or resources. Applicants may use their own funds or other resources for a voluntary match or cost share if the standards at 40 CFR 30.23 or 40 CFR 31.24, as applicable, are met. Only eligible and allowable costs may be used for matches or cost shares. Other Federal grants may not be used as matches or cost shares without specific statutory authority (e.g. HUD's Community Development Block Grants). **(15 points).**

**5. Timeline/Communication Plan:** Degree to which the applicant has clear milestones with appropriate deadlines, including plans for extension, outreach or communications. Communications should lead to effective learning and/or adoption of new practices and as well as a plan to measure long-term results **(10 points)**.

**6. Real/Quantifiable Outputs:** Degree to which the applicant has provided an evaluative component to the project including an estimation of anticipated collected unwanted medications (in tons or lbs/year), the cost-effectiveness of the project (in \$/lb or \$/ton), the health and/or environmental benefits (quantified or qualified), operational concerns or other barriers to applying the technologies, and any other measurements as requested in Section I., D. Measuring Environmental Results, in addition to how the applicant's success in achieving these outputs and outcomes will be measured. **(15 points)**.

**7. Experience with Federal Agencies:** Extent and quality to which the applicant has adequately documented or reported on its progress towards achieving the expected results under EPA and other Federal agency assistance agreements performed within the last three years. In evaluating applicants under this factor, EPA will consider the information provided by the applicant and may also consider other relevant information from other sources, including information from EPA files and from current and prior Federal agency grantors (e.g., to verify and/or supplement the information provided by the applicant). Applicants with no relevant information for this factor will receive a neutral score for it. **(10 points)**.

**8. Programmatic Capability:** Under this factor, the Agency will evaluate the applicants technical ability to successfully carry out the proposed project taking into account the following factors: (i) past performance in successfully completing federally funded projects similar in size, scope, and relevance to the proposed project performed within the last 3 years , (ii) history of meeting reporting requirements under federally funded projects performed within the last 3 years and submitting acceptable final technical reports, (iii) organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and (iv) staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project. Note: In evaluating applicants under this factor, the Agency will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). Applicants with no relevant or available past performance or reporting history (items i and ii above), will receive a neutral score for those elements of this factor **(10 points)**.

## **B. Review Procedures/Final Proposal Evaluation:**

Proposals that meet all of the threshold eligibility factors identified in Section III will be evaluated based on each applicant's ability to meet the stated evaluation criteria above. The review panels will rank proposals based on this review and provide these rankings to a second review team made up of similar representatives. The approving official will

consider the review panels; rankings and will also take into consideration the following factors: 1) the geographical diversity of the projects: and 2) the diversity in the types of projects to be funded.

**Conflict of Interest:** All reviewers will be required to sign a disclosure of conflict of interest form and will be removed from review of proposals where a real or potential conflict of interest exists, and cannot be mitigated.

## **Section VI. Award Administration Information**

### **A. Award Notices**

Successful pre-applicants will be notified on or about January 1, 2007. Unsuccessful applicants will be informed through a letter or fax sent to the Project Director provided by the applicant in the pre-application proposal by January 15, 2007. For successful applicants who are asked to submit a full proposal, you can expect to receive a written notice signed by the EPA grants officer. Successful applicants must receive this document before the award can draw funds. This document will serve as the authorizing document. The award notice will be faxed to the key contact that the applicant in the full proposal. Applicants that are selected as finalists will need to complete an application kit, including a detailed workplan. Selection as a finalist is not a guarantee of funding, nor is it an authorization to begin performance on the selected project. Deadlines must be met and EPA must approve the application and a workplan for funding to occur.

All costs incurred under this program must be allowable under the applicable OMB Cost Circulars. Copies of the circulars can be found at <http://www.whitehouse.gov/omb/circulars>. In certain circumstances costs incurred prior to the grant award **may** be eligible for reimbursement; however, this does not include any costs associated with responding to this solicitation or in finalizing the application package. If costs are incurred before the award without approval, they are incurred at the applicant's or grantee's own risk.

To the extent required by Federal, state, and local laws, successful applicants must abide by the competition requirements for all procurements under grants (this includes contracts for goods and services.) Successful applicants must also conduct a price and cost analyses to the extent required by federal, state or local procurement requirements before awarding any contracts.

Nonprofit applicants that are recommended for funding under this announcement may be subject to pre-award administrative capability reviews consistent with Sections 8.b, 8.c, and 9.d of EPA Order 5700.8, 'EPA Policy on Assessing Capabilities of Non-Profit Applicants for Managing Assistance Awards' which can be found at [http://www.epa.gov/ogd/grants/award/5700\\_8.pdf](http://www.epa.gov/ogd/grants/award/5700_8.pdf). Nonprofit applicants that qualify for funding may, depending on the size of the award, be required to fill out and submit to the Grants Management Office the Administrative Capability Form, with supporting documents, contained in Appendix A of EPA Order 5700.8.

**Disputes:** Assistance agreement competition-related disputes will be resolved in

accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005), which can be found at <http://a257.g.akamaitech.net/7/257/2422/01jan20051800/edocket.access.gpo.gov/2005/05-1371.htm>. Copies of these procedures may also be requested by contacting the Agency Contact, Kathy Sykes at [sykes.kathy@epa.gov](mailto:sykes.kathy@epa.gov) or (202) 564-3651.

#### **Section VII. Agency Contact**

For additional general information about this Request for Proposals contact:  
Kathy Sykes, Senior Advisor, Aging Initiative, U.S. EPA, Office of Children's Health Protection and Environmental Education, 1200 Pennsylvania Ave, NW., Room 2512 Ariel Rios North, Washington, DC 20004-2403, [sykes.kathy@epa.gov](mailto:sykes.kathy@epa.gov), phone: (202) 564-3651, fax: (202) 564-2733, Web site: <http://www.epa.gov/aging/grants/index.htm>

#### **Section VIII. Other Information**

The website containing the RFP and other information regarding including questions and responses for pre-proposal/application communications and assistance regarding this solicitation can be found at <http://www.epa.gov/aging/grants/index.htm>.